



THE COURT OF COMMON PLEAS OF STARK COUNTY

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**STARK COUNTY COURT OF COMMON PLEAS
NOTICE OF POSITION OPENING**

POSITION TITLE: PRE-SENTENCE INVESTIGATION WRITER

The Court of Common Pleas, General Division, is seeking an individual to serve as a Pre-Sentence Investigation Writer for the Pre-Sentence Investigation Program. Under the direct supervision of the Pre-Sentence Supervisor and the indirect supervision of the Pre-Sentence Director, the Pre-Sentence Investigation Writer is responsible for gathering all the necessary information to complete the Court requested Pre-Sentence Investigation reports and other required reports. Other duties include: working extensively with the offices of the Common Pleas Court Judges, prosecutors and defense attorneys.

Qualifications: A Bachelor's degree is required, with a preference for criminal justice, social services or a related field. Must possess at least one (1) year experience in criminal justice or social services.

Unusual working conditions: Requires work in high-risk areas such as the Stark County Jail.

**SEND COVER LETTER AND RESUME TO:
KARON ANDORKA, PRE-TRIAL AND PRE-SENTENCE
SERVICES DIRECTOR
PRE-TRIAL RELEASE PROGRAM
201 CLEVELAND AVE. SW SUITE 102
CANTON, OHIO 44702**

Date posted: June 17, 2015